

MINUTES
FORMAL MEETING OF CITY COUNCIL
Diamondhead, Mississippi
Council Chambers, City Hall
September 15, 2015
6:00 pm CST

I. Call to Order –Mayor Schafer called the meeting to order at 6:00 p.m. CST

1. Invocation – Councilmember Lopez

2. Pledge of Allegiance – Councilmember Rech

3. Roll Call –

Present: Mayor Schafer, Councilmembers Lopez, Knobloch, Sislow and Rech.

Absent: None. Vacancy: Ward 2

4. **Confirmation or Adjustment of the Agenda Order** – Councilmember Knobloch moved, seconded by Councilmember Rech, to amend and approve the agenda with the following addition:

3.h. Selection and approval of city logo and tag line.

Ayes: Lopez, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

II. Presentation Agenda

1. Council Comments

- a. The next regularly scheduled Council Meeting will be held at 6:00 p.m. CST on October 6, 2015
- b. Coffee with the Captain and City Manager at 6:00 p.m. October 15, 2015 in the Activity Center
- c. Mark Duffy – Cruisin The Coast Update

2. City Manager's Report

Special Election:

Three people have picked up qualifying papers, one person has submitted the paperwork for certification. September 23rd at 5:00pm is the deadline for qualification paperwork to be turned in. Candidates are required to get 50 signatures of qualified voters within Ward 2 to sign the petition. It is suggested that a candidate get more than 50 signatures to make sure they qualify and that the paperwork should be turned in as early as possible to assist with the qualification process.

Public Works:

Weather permitting the other half of Live Oak Phase 1 will be paved Friday. It is very possible that the project will be completed in time for Cruisin the Coast. We opened bids on September 11 for drainage improvements to Kapalama Dr. and Ahekololo Circle. We had good competition for the work. The low bid came in under the engineer's estimate. Bids will be opened on September 25th for drainage improvements on Apua and Iona Streets. Drainage work has been completed on Bambo Street and during the last flash flood the drainage worked perfectly and a resident came into City Hall to tell us how courteous and professional our Public Works employees conducted themselves on the job site.

City Hall:

We are scheduled to pick up the generator from Hancock County tomorrow. We are taking the generator to a local shop to have it inspected and serviced prior to installing it at City Hall.

Branding:

We need a decision on the Logo tonight to keep our Branding project on schedule. This is important due to the timing of the launch of our web site and the end of our current host agreement.

Blessing of the Classics:

Chairman Mark Duffy has done a great job pulling the event together again. CTC is projected to have another recording breaking year of participation. Mr. Duffy has been allowed to set up a table at CTC Central during registration on Sunday to publicize our event on Wednesday, October 7th. This year the commercial area on both sides will have parking reserved for customers. I will be taking a copy of the parking map to the business owners to ask for their support of the event.

Budget information:

I apologize for any confusion but I realized after a recent e-mail that the information I shared during the public hearing wasn't as clear as I had thought. Apparently, there is some thought that we are blowing a large amount of the cash reserve. That is not the case at all. Please follow along on the handout that Kristin and I prepared. The handout outlined FY14, FY15, FY16 beginning and ending balances including disaster contingencies, Oct-Dec operating reserve and newly established capital projects fund

3.Public Comments on Agenda Items – None

III. Policy Agenda

1. Approval of Minutes

a. September 1, 2015 Formal Meeting

Councilmember Lopez moved, seconded by Councilmember Silow, to approve the September 1, 2015 Formal Meeting Minutes.

Ayes: Lopez, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

b. September 8, 2015 Special Call Meeting

Councilmember Lopez moved, seconded by Councilmember Knobloch, to approve the September 8, 2015 Special Call Meeting Minutes

Ayes: Lopez, Knobloch, Rech and Mayor Schafer. Nays: None. Abstain: Sislow.

MOTION CARRIED UNANIMOUSLY

2. Resolutions:

a. 2015-119: Resolution 2015-023 Appointing Don Hopes and Tyrone Sartin to serve as Municipal Election Commissioners

Councilmember Rech moved, seconded by Councilmember Knobloch to re-appoint Don Hopes and Tyrone Sartin to serve as Municipal Election Commissioners for the City of Diamondhead

Ayes: Lopez, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

b. 2015-120: Resolution 2015-024 Appoint Commissioner to Diamondhead Water & Sewer District

Councilmember Rech moved, seconded by Councilmember Lopez, to appoint Lindsay “Tink” L’Ecuyer to serve a Commissioner for the Diamondhead Water & Sewer District Board of Commissioner for a term of five (5) years beginning September 29, 2015

Ayes: Lopez, Knobloch, Sislow and Rech. Nays: None. Abstain: Mayor Schafer.

MOTION CARRIED UNANIMOUSLY

- c. **2015-126:** Resolution 2015-025 Authorizing to vacate and/or abandon two drainage/utility easements between Lots 4 & 5 of Block 10, Diamondhead Subdivision 2 Phase 1 Amended Plat (Tiner)

Councilmember Knobloch moved, seconded by Councilmember Sislow, to vacate and/or abandon two (2) drainage/utility easements between Lots 4 and 5 of Block 10, Diamondhead Subdivision Unit 2 Phase 1 Amended Plat Hancock County located within the City (K. Tiner)

Ayes: Lopez, Knobloch, Sislow and Rech. Nays: None. Abstain: Mayor Schafer.

MOTION CARRIED UNANIMOUSLY

- d. **2015-129:** Resolution 2015-026 Supporting Hancock County Amateur Radio Association, Inc. through its Broadcast Division, WQRP-LP and its Community Public Radio Service Project

Councilmember Lopez moved, seconded by Councilmember Knobloch, to approve adopt Resolution 2015-026 recognizing the Hancock County Amateur Radio Association, Inc. (HCARA, Inc.) through its broadcast division, WQRP-LP and its community public radio service project and further to recognize the personal efforts of Brice L. Phillips, President of HCARA, Inc. in promoting public safety and emergency notification for various hazards since 2003

Ayes: Lopez, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

3. Other Actions:
 - a. **2015-122:** Approve contract with ES&S for professional services relating to the 2015 Special Election and authorize City Manager to execute

Councilmember Knobloch moved, seconded by Councilmember Lopez to enter into contract with Election Systems & Software to provide professional services, not to exceed \$4,500, relating to the 2015 Special Election and to authorize the City Manager to execute same upon review of legal counsel

Ayes: Lopez, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

- b. **2015-123**: Approve Pay Request No.1 in the amount of \$21,265.00 to MOWA Development, LLC for Live Oak Drive, Phase 1 improvements

Councilmember Rech moved, seconded by Councilmember Knobloch, to approve Pay Request No. 1 in the amount of \$21,265.00 to MOWA Development, LLC for Live Oak Drive, Phase 1 improvements

Ayes: Lopez, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

- c. **2015-124**: Approve payment in the amount of \$425.16 to Eley Guild Hardy Architects for professional services relating to City Hall ADA Improvements

Councilmember Rech moved, seconded by Councilmember Knobloch, to approve Payment No. 4 in the amount of \$425.16 to Eley Guild Hardy Architects for professional services relating to City Hall ADA improvements (CDBG Project 1131-14-432-PF-01)

Ayes: Lopez, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

- d. **2015-125**: Approve Payment No. 1 in the amount of \$20,567.50 to Vision Constructors, Inc. for City Hall ADA Improvements

Councilmember Rech moved, seconded by Councilmember Knobloch, to approve Payment No. 1 in the amount of \$20,567.50 to Vision Constructors for City Hall ADA Improvements (CDBG Project 1131-14-432-PF-01)

Ayes: Lopez, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

- e. **2015-127**: Approve Agreement between the City of Diamondhead and the S.P.C.A. of Diamondhead, Inc.

Councilmember Knobloch moved, seconded by Councilmember Lopez, to approve and enter into an agreement between the City of Diamondhead and S.P.C.A. of Diamondhead, Inc. at a monthly amount of \$800.00 not to exceed \$9,600.00 to provide services pursuant to the terms and conditions provided for therein

Ayes: Lopez, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

- f. **2015-128**: Accept and award bids for drainage repairs on Kapalama Drive and Ahekololo Circle

Councilmember Lopez moved, seconded by Councilmember Knobloch, to accept and award the low bid received from Advanced Construction and Development, (ACAD) LLC. In the amount of \$65,603.77 for Kapalama Drive and Ahekololo Circle Drainage Improvements (CERTIFIED BID TABULATION IS REPRODUCED AT THE END OF THESE MINUTES AND MADE A PART THEREOF)

Ayes: Lopez, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

- g. **2015-130**: Approve payment in the amount of \$2,498.16 to Professional Grant Management Services for CDBG Project 1131-14-432-PF-01 (City Hall ADA Improvements)

Councilmember Rech moved, seconded by Councilmember Sislow, to approve payment in the amount of \$2,498.16 to Professional Grant Management Services relating to CDBG Project 1131-14-432-PF-01 (City Hall ADA Improvements)

Ayes: Lopez, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

- h. **2015-131**: Selection and approval of City Logo and Tag Line

Ms. Tish Williams, Hancock County Chamber of Commerce Director, presented the proposed logo and tagline designs. Councilmember Sislow moved, seconded by Councilmember Rech, to select and approve as the city logo and tag line option 1j Rev B:



Ayes: Lopez, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

IV. Routine Agenda

1. Docket of Claims (Claims DKT151701 thru DKT151746) and Payment 3274 (APPKT00347)
2. Councilmember Rech moved, seconded by Councilmember Sislow, to approve the Docket of Claims (Claims DKT151701 thru DKT151746) and Payment 3274 (APPKT00347) as presented

Ayes: Lopez, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

3. Net Payroll, including benefits and taxes, September 2 - \$49,057.89
4. August 2015 Financials

V. Public Comments on Non Agenda Items –

Karen Flores, President of S.P.C.A of Diamondhead, Inc. thanked the Mayor and Council for approving the agreement with the City and for support the efforts of the S.P.C.A.

Ty Necaise – Questioned if road striping would continue. City Manager Reed responded the public works department would continue striping of the wider roads but would not paint lines on the smaller narrower ones.

VI. Adjourn

At 6:50 p.m. CST Councilmember Sislow moved, seconded by Councilmember Rech, to adjourn.

Ayes: Lopez, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

Thomas E. Schafer, IV
Mayor

Kristin Ventura
City Clerk